

<b>Risk Register for</b>	<b>Raftmaking</b>
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**School:**

**Supervising teachers/staff:**

**Program/Excursion:**

**Year Level:**

**Dates:**

**Location(s):**

A qualitative measure of **consequence** or impact has been utilized as follows.

DESCRIPTOR	DETAILS
minor	No injuries, low financial loss. Inconsequential or no damage Little or no disruption to public/infrastructure
moderate	First aid treatment on site Some damage Some disruption to public Some financial loss
major	Medical treatment required Some hospitalisation Insufficient resources (human/material) Moderate damage Moderate disruption to public High financial loss
Catastrophic	Extensive injuries Significant hospitalisation Fatalities Extensive support/emergency personnel required Significant damage Significant disruption to public Major financial loss

A qualitative measure of the **likelihood** of the occurrence happening is:-

DESCRIPTOR	DETAILS
Rare	The event will only occur in highly exceptional circumstances.
Unlikely	The event could occur at some time
Likely	The event may occur in some circumstances
Almost certain	The event is expected to occur in most circumstances

**NOTE**

The Matrix in the last page of this assessment places assessed risks for this activity in the appropriate assessed risk profile area

**CYC Limited**  
**Raftmaking – Risk Management Plan**

Risk Description	Existing Control Measures	Risk Rating		
		Consequence	Likelihood	Control Effectiveness
<b>Slip – Trip – Fall</b> 1. When getting on / off raft	<ul style="list-style-type: none"> <li>Correct footwear must be worn at all times</li> <li>Area to be checked for hazards prior to use</li> </ul>	Moderate	Unlikely	Satisfactory
2. Whilst paddling raft on lake	<ul style="list-style-type: none"> <li>Correct footwear must be worn at all times</li> <li>Participants should always be sitting down when on the raft</li> <li>Correctly fitted buoyancy vests and helmets must be worn at all times</li> </ul>	Moderate	Likely	Satisfactory
3. Participant slipping / falling when on lake edge	<ul style="list-style-type: none"> <li>Hazardous areas of lake perimeter are highlighted (rocks, steep slopes, mud)</li> <li>Appropriate footwear to be worn at all times</li> </ul>	Minor	Unlikely	Satisfactory
<b>Entrapment</b> Fingers, limbs etc trapped /crushed by the raft	<ul style="list-style-type: none"> <li>During the safety briefing participants are warned of the danger of entrapment and instructed to be careful of fingers / limbs</li> </ul>	Moderate	Unlikely	Satisfactory
<b>Striking</b> 1. Hit by paddles	<ul style="list-style-type: none"> <li>Ensure all participants are aware of the dangers of wielding paddles in confined spaces</li> <li>Participants are shown how to hold a paddle correctly ie. Always keep one hand on the 'T' grip, this will prevent the handle striking other participants</li> <li>If splashing is allowed, participants are warned to be careful when other rafts are within close range</li> <li>Vigilant supervision by instructor throughout the session</li> </ul>	Moderate	Likely	Satisfactory
2. Collisions with other craft, water users and other solid objects	<ul style="list-style-type: none"> <li>Boundaries are clearly defined during the briefing</li> <li>Operations of other users on the lake (canoeing &amp; raftmaking) should be identified before entering the water</li> <li>Each group is asked to stay within their boundaries and not disrupt other users</li> <li>Participants are asked to not deliberately crash into other water craft</li> </ul>	Minor	Unlikely	Satisfactory
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Use sufficient people to share the load when moving individual pieces of equipment (planks, pipes), or when moving entire raft</li> <li>To minimize carrying a constructed raft, the rafts should be built at the waters edge</li> </ul>	Minor	Unlikely	Satisfactory
<b>Equipment Failure</b>	<ul style="list-style-type: none"> <li>Participants are briefed on the correct use of the equipment</li> <li>Program staff are trained to recognise worn or faulty equipment</li> <li>Weekly equipment checks are completed and recorded by trained activity staff</li> <li>If equipment is unsafe appropriate replacements will be organized immediately</li> </ul>	Minor	Unlikely	Satisfactory
<b>Environmental Hazards</b> Injury caused by contact with;  1. Dangerous organisms such as; Leeches, wasps, bees, snakes etc.	<ul style="list-style-type: none"> <li>Regular checks are conducted for infestation of the raftmaking access areas and of the entire lake</li> <li>Suitable medication and first aid is readily accessible</li> <li>Communication is available</li> <li>Possible allergic reactions are identified from participant medical forms</li> <li>Activity is not to be undertaken until appropriate hazards have been dealt with</li> </ul>	Moderate	Unlikely	Satisfactory
2. Natural features such as; Rocks, dead branches, vegetation etc	<ul style="list-style-type: none"> <li>Rocky and other hazardous areas of the lake are identified during the activity briefing</li> <li>Participants are directed to stay away from hazardous areas</li> </ul>	Minor	Rare	Satisfactory
<b>Environmental Exposure</b> 1. Adverse weather (sun & heat) causing; <ul style="list-style-type: none"> <li>Sun burn, heat exhaustion, dehydration etc.</li> </ul>	<ul style="list-style-type: none"> <li>Sunsmart strategies are encouraged "Slip, Slop, Slap"</li> <li>Encourage participants to drink water and use water bottles</li> <li>Highlight location of filtered drinking water around campsite</li> </ul>	Minor	Unlikely	Satisfactory

Risk Description	Existing Control Measures	Risk Rating	Risk Description	Existing Control Measures
2. Adverse weather (rain, cold & severe winds) causing; <ul style="list-style-type: none"> <li>Colds, hypothermia etc</li> </ul>	<ul style="list-style-type: none"> <li>Participants to wear suitable protective clothing</li> <li>Assess the groups ability to cope with increasingly difficult wind conditions</li> <li>Activity to be modified / cancelled at the discretion of the instructor</li> <li>Alternative activities are arranged in conjunction with the program co-ordinator</li> <li>Relevant internet sites should be checked for current &amp; future forecasts / weather patterns</li> </ul>	Minor	Likely	Satisfactory
3. Adverse weather (lightning) causing; <ul style="list-style-type: none"> <li>Electrocution</li> </ul>	<ul style="list-style-type: none"> <li>Activity must be abandoned at the first sign of an approaching lightning storm</li> <li>Relevant internet sites should be checked for current &amp; future forecasts / weather patterns</li> <li>Alternative activities are arranged in conjunction with program co-ordinator</li> </ul>	Catastrophic	Rare	Satisfactory
<b>People – Inappropriate participant behaviour</b> <ul style="list-style-type: none"> <li>Inability or decision not to follow directions or co-operate</li> </ul>	<ul style="list-style-type: none"> <li>Set clear behaviour expectations at the start of the session</li> <li>Encourage a supportive environment</li> <li>Vigilant supervision</li> <li>Outline possible outcomes of inappropriate behaviour</li> <li>Remove individual from the activity or cancel the entire session</li> </ul>	Minor	Likely	Satisfactory
<b>People – Participant ability</b> Unable to safely complete activity due to: <ul style="list-style-type: none"> <li>Fear / Anxiety</li> <li>Complacency / Overconfidence</li> <li>Physical ability</li> </ul>	<ul style="list-style-type: none"> <li>Encourage a supportive team environment</li> <li>Consider participant age, ability, maturity and experience when briefing the activity</li> <li>Raftmaking should only be completed by participants that are of appropriate age and ability</li> <li>Non-swimmers who do not wish to get on the water are encouraged to participate by helping build the raft</li> </ul>	Minor	Likely	Satisfactory
<b>People – Camp Instructor</b> Unsafe practices including: <ul style="list-style-type: none"> <li>Poor training by camp instructors when user group leaders are supervising activity</li> </ul>	<ul style="list-style-type: none"> <li>Camp staff are required to explain how to conduct a raftmaking session, including use of equipment and an explanation of the safety procedures to the qualified group leaders prior to the first use</li> </ul>	Minor	Rare	Satisfactory
<b>People – Group Leader</b> <ul style="list-style-type: none"> <li>Poor supervision by trained group leaders or PIAR instructors</li> </ul>	<ul style="list-style-type: none"> <li>The instructor should be able to explain basic paddling strokes and be aware of relevant safety factors as outlined in the camp booklet. At least one leader should be qualified in Life-saving and resuscitation methods. (An Austswim Teacher of Swimming Certificate, R.L.S.S.A. Bronze Medallion or equivalent would satisfy this requirement).</li> <li>The activity leader should complete an activity briefing at the beginning of each session; this should include a description of the activity, outlining of the safety procedures and expectations (refer to camp booklet for full details)</li> <li>Only appropriately qualified PIAR staff members or qualified group leaders who have been briefed by PIAR staff are allowed to supervise Raftmaking sessions</li> <li>Group leaders must follow all procedures and safety guidelines explained outlined in the camp booklet</li> <li>Group leaders are only to undertake work that is in line with their level of training</li> <li>Appropriate leader to participant ratios must be followed</li> </ul>	Minor	Unlikely	Satisfactory

## Risk Profile – Raftmaking

LIKELIHOOD	HIGH											
	MEDIUM	<ul style="list-style-type: none"><li>• Environmental Exposure 2</li><li>• People – Inappropriate behaviour</li><li>• People – participant ability</li></ul>		<ul style="list-style-type: none"><li>• Slip, Trip, Fall 2</li><li>• Striking 1</li></ul>								
	LOW											
		<ul style="list-style-type: none"><li>• Striking 2</li><li>• Slip, Trip, Fall 3</li><li>• Manual Handling</li><li>• Equip. failure</li><li>• Environmental Exposure 1</li><li>• People – Group Leader</li></ul>	<ul style="list-style-type: none"><li>• Environmental Hazards 2</li><li>• People –Camp staff</li></ul>	<ul style="list-style-type: none"><li>• Slip, Trip, Fall 1</li><li>• Entrapment</li><li>• Environmental Hazards 1</li></ul>			<ul style="list-style-type: none"><li>• Enviro. Exposure 3</li></ul>					
	MINOR		MINOR		MODERATE		MODERATE		MAJOR Unlikely – Likely & Certain sections only		CATASTROPHIC Rare section only	
	LOW				MEDIUM				HIGH			
	CONSEQUENCE											

## LEGENDS

LOW	LIKELY	ALMOST CERTAIN
	UNLIKELY	RARE
LOW		

This section of the matrix suggests how each 4 square section is rated in reference to the 'likelihood' risk rating



### NOTE

The purpose of the risk profile is to:

- provide a snapshot of all risk assessments
- indicate treatment priorities
- confirm the relative severity of identified risks

Using a title which best represents each risk, plot all assessed risks onto the profile. Plot each risk according to the likelihood, then the consequence, taking into account the rating of the effectiveness of the controls.

This template should be used in conjunction with the Risk Register template.

	<b>Treat risk</b>
	<b>Monitor risk</b>

This legend suggests action re treatment required for each risk.